

## Mega User



## Mega Users on ODO

1. If you are a mega user you can log in with the name that you have received. You fill out the window below and then click **LOGIN**.

### Returning customers

In order to access your account information, shopping lists, and order history, please enter your login name and password.

Login Name:

Password:

[Forgot your login name/password?](#)

Remember my login on this computer  
(Cookies must be enabled for auto-login.)

1. You now enter the Office Depot website. To become a mega user click on **My Profile** in the top right and you will see the screen transform to a switch account like the one in this example

Account Number: 0005641652  
Welcome, MEGA USER of Office Depot - **Logout**  
You are managing account 0005641652 [select account](#)

2. You now can select the option **select account**. Click it to select another user:

### Select a child account

Parent account		
Current	account id	Account name
<input checked="" type="radio"/>	0005641652	Office Depot

Child Accounts		
Current	account id	Account name
<input type="radio"/>	0005641651	Office Depot
<input type="radio"/>	0005641653	Office Depot
<input type="radio"/>	0005641654	Office Depot
<input type="radio"/>	0005641655	Office Depot

Result 1 - 4 of 4

[Return to Account Center](#)

The top account is the one you have logged in with. You will also be shown users linked to your account that you can switch to.

3. If you want to switch to another customer code, check the user ID and click **SELECT**.

### Edit Active Users

**Select a User**

Type the first few characters of a user name or login and click "Search" for a list of Valid Users

Search By:

Result 1 - 3 of 3

User Id	User	Active	Super User
<a href="#">STANDARD</a>	ANNUAL STANDARD	Yes	No
<a href="#">Budget1</a>	REGULAR USER	Yes	No
<a href="#">Budget</a>	SUPER USER	Yes	Yes

Click on the user ID to make changes.

In the top right corner the current account is displayed. This is also shown above the user settings:

Account Number: 0005641652  
Welcome, MEGA USER of Office Depot - [Logout](#)  
You are managing account 0005641655 [select account](#)

<b>Furniture</b> ▾	<b>Office Products</b> ▾	<b>Technology</b> ▾	<b>My Profile</b> ▾
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[GO](#) [View All Products A-Z](#) | [Ink & Toner](#) | [Paper](#) | [Bulletin Board](#)

WARD Account

### Account Administration

**User Id: STANDARD**

<b>Account Settings</b> Manage this user's contact information, subscriptions and logins	ANNUAL STANDARD 000-0000000 E- BUSINESS.BENELUX@OFFICEDEP	<b>Subscriptions &amp; Settings</b> <a href="#">▶ Email Preferences</a> <a href="#">▶ Subscriptions</a> <a href="#">▶ Login Settings</a>
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[EDIT CONTACT INFORMATION](#)

If you want to switch account again, simply click **select account** (top right).

## Placing an Order as a Mega User Using a Different Customer Code

A mega user can place orders for linked customer codes (purchasers). To do so the mega user needs to be logged in.

First, the mega user has to switch to the purchaser in question.

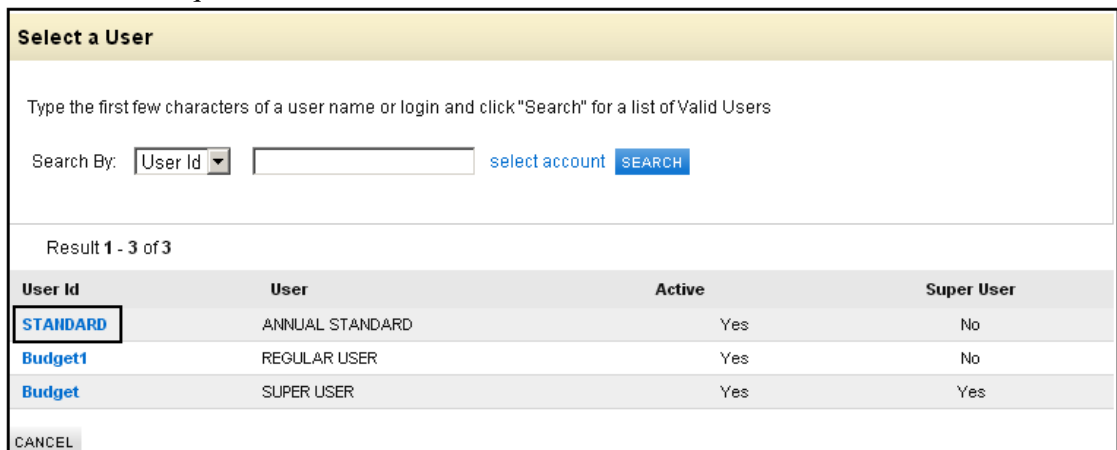
1. Click **Select a Shopper** (left side).



**Manage Accounts**

- Manage Contacts
- Manage Shipto #
- Manage Cost Center:
- Manage User Groups
- Manage User Permissions Profiles
- **Select a Shopper**

2. Click on the required **User Id**



**Select a User**

Type the first few characters of a user name or login and click "Search" for a list of Valid Users

Search By:   [select account](#) [SEARCH](#)

Result 1 - 3 of 3

User Id	User	Active	Super User
<b>STANDARD</b>	ANNUAL STANDARD	Yes	No
<b>Budget1</b>	REGULAR USER	Yes	No
<b>Budget</b>	SUPER USER	Yes	Yes

[CANCEL](#)

Once this is done, the following message will appear:



**Attention! If you switch user, your shopping cart will be emptied. Click on the button agree to continue, click on the button cancel to return to your own account**

[AGREE](#) [CANCEL](#)

“Agree” to continue.

3. The top of the page shows for which shopper you are placing an order.

Account Number: 0005641652
Welcome, MEGA USER of Office Depot - <b>Logout</b>
You are managing account 0005641655
You are shopping for user ANNUAL STANDARD <b>Cancel</b>

4. The order subsequently can be placed in the usual manner. The order confirmation will be sent to the affiliate the order was placed for. It looks the same as always but bears the names of the shopper and the person the order was placed for.

**Office DEPOT**  
*Taking Care of Business*

<b>Workflow Status</b>	<b>Details:</b>
Submitted by: ANNUAL STANDARD on 7/29/13	
Pending release by: No approver found. Please contact your account administrator in order to release the order.	
<b>Comments for the order:</b>	

<b>Order number:</b> 3203276523	<b>Username:</b> MEGA USER
<b>Ordered on Behalf of:</b> ANNUAL STANDARD	<b>Customer number:</b> 0005641655
<b>Order date:</b> 7/29/13	<b>Purchase Order:</b>
	<b>Contact:</b> ANNUAL STANDARD
<b>Status:</b> Held for Approval: Authorization profile: This order has exceeded your overall budget.	<b>Cost center:</b> STANDARD
<b>Deliver to:</b> Office Depot Demo Account E-commerce Columbuseg 33 VENLO, 5928 LA Netherlands 0773238959	<b>Comments:</b>

Product number	Product description	Order-Quantity	Unit price	Unit of measure	Extended Price
1002581	PK10 SCHRIFT RUIT ASSORTI A4 5 MM 36 VEL	20	€ 7,29	PAK	€

<b>Legend:</b> Order quantity: Original ordered quantity UOM: Unit of Measure Sales Unit: Price per individual unit Delivery Date: Expected delivery date *: Indicates multiple deliveries Total Price: Ordered Quantity x Unit Price
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<b>Subtotal:</b>	€
<b>Additional charges:</b>	€
<b>VAT:</b>	€
<b>Total:</b>	€

**Payment type:** Account Billing

Thank you for your order at Office Depot Online.  
We received the following order number 3203276523 that was placed by MEGA USER. This order is pending approval.